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**A Department of Energy
Environmental Cleanup Program**

Environmental Restoration Project
Desk Instruction

for:

Development of Environmental Restoration Project Directives

Los Alamos
NATIONAL LABORATORY

Los Alamos, New Mexico 87545

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Development of Environmental Restoration Project Directives

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Development of Environmental Restoration Project Directives

NOTE: Environmental Restoration (ER) Project personnel may produce paper copies of this document printed from the controlled-document electronic file located at <http://erinternal.lanl.gov/documents/Procedures/dis.htm>. However, it is their responsibility to ensure that they are trained to and utilizing the current version of this document. The Quality Program Project Leader may be contacted if text is unclear.

1.0 PURPOSE

This Desk Instruction (DI) states the responsibilities and describes the process for developing directives within the ER Project.

2.0 DEFINITIONS

- 2.1 *Directive* — A document issued by the ER Program Manager that provides a definite course of action that is considered to be expedient, prudent, or advantageous.

3.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 4.0 of this procedure.

- 3.1 ER Program Manager
- 3.2 Document Control Coordinator (DCC)
- 3.3 Supervisor

4.0 PROCEDURE

- 4.1 Directive Initiation
 - 4.1.1 The **ER Program Manager** (or designee) fills out the required/ associated fields on an ER Project Document Signature Form (located on the ER Project internal homepage <http://erinternal.lanl.gov>) and prints out the form.
 - 4.1.2 The **ER Program Manager** (or designee) develops all ER Project directives using the format shown in Attachment A.
 - 4.1.2.1 A template for developing ER Project directives is provided on the ER Project internal homepage at: <http://erinternal.lanl.gov/documents/Procedures/pds.htm>.

This template provides the proper paragraph formatting, text that demonstrates how the different sections will look.

- 4.1.2.2 During ER Project Document Signature Form initiation, an automatic ER catalog number is generated within the form. Reference this number in the footer of the document. Also, place page numbers in the footer on all pages of the directive (including attachments) as follows:

(ER2000XXXX)

Page ___ of ___

4.2 Directive Approval

Program Manager approval is indicated by signature, as indicated on the ER Project document signature form.

4.3 Directive Distribution

- 4.3.1 The **ER Program Manager** (or designee) ensures that the directive is submitted to the DCC.
- 4.3.2 The **DCC** notifies all ER Project personnel that a new ER Project Directive has been issued.
- 4.3.3 The **DCC** processes the directive in accordance with QP-4.5, Document Control.
- 4.3.4 **Supervisors** ensure that ER Project personnel are aware of directives that affect them.

5.0 RECORDS

The **ER Program Manager** (or designee) is responsible for submitting the following records (processed in accordance with QP-4.4, Record Transmittal to the Records Processing Facility) to the Records Processing Facility.

5.1 Approved directives

6.0 TRAINING

[Using a token card, click here to record "self-study" training to this procedure.](#)

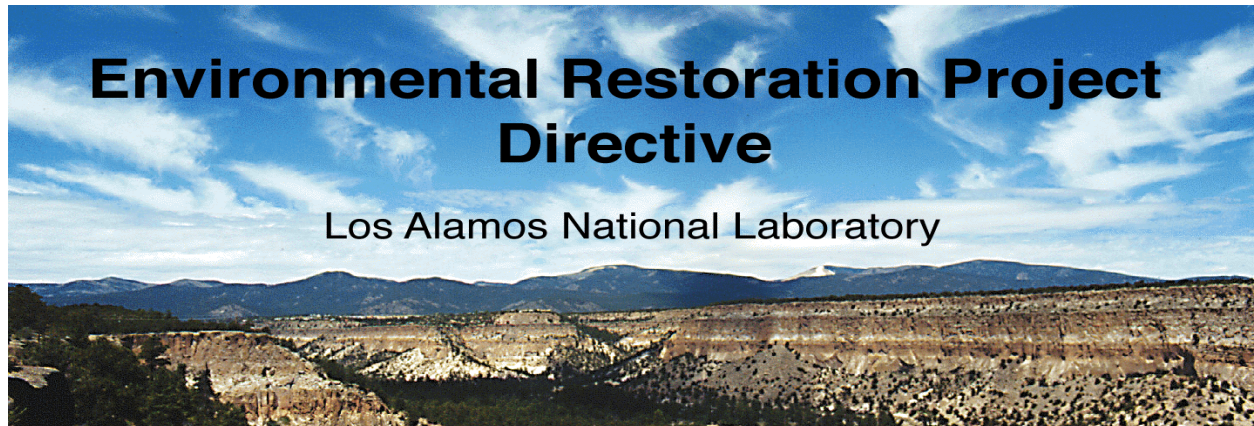
If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

All users of this DI are trained by self-study; documentation of training is not necessary.

7.0 ATTACHMENTS

The document user may employ documentation formats different from those attached to/named in this procedure—as long as the substituted formats in use provide, as a minimum, the information required in the official forms developed by the procedure.

Attachment A: Environmental Restoration Project Directive Format (1 page)



Environmental Restoration Project Directive

Los Alamos National Laboratory

Date: [Enter date]

Symbol: [obtain symbol from Project Office]

SUBJECT: [Enter the title of the subject matter to be discussed]

BACKGROUND: [Describe the issue or need for the directive]

DIRECTIVE: [Enter the specifics of the directive]

CONTACT PERSON: [Enter the name, email address and/or telephone number of the individual that should be contacted for further information, as appropriate]

signature on file

Julie Canepa, ER Program Manager

ATTACHMENT: [Enter the title and attachment number of any attachments that may be included with the directive]

DISTRIBUTION: [Enter the Project Management Team, as well as the RPF]

J A Canepa, E-ER, MS M992
D J Daymon, EES-13, MS M992
A M Dorries, EES-13, MS M992
V A George, E-ER, MS M992

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